



Arizona State Library, Archives and Public Records

APPROVAL FOR DOCUMENT IMAGING OF PUBLIC RECORDS (MINUTES) WHEN THE SOURCE DOCUMENTS ARE NOT DESTROYED

REQUEST

All Arizona municipalities are authorized by the Arizona State Library, Archives and Public Records, in accordance with ARS §41-1348, to scan meeting minutes and they agree to comply with the following conditions and standards:

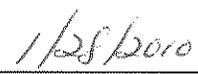
1. The only records covered by this agreement are meeting minutes being scanned for dissemination on the Internet.
2. The signed, official copy of the minutes are on paper or microfilm as required by ARS §39-101.
3. The signed, official copy of the minutes will be kept permanently by the Applicant or will be transferred to the Arizona State Library, Archives and Public Records.
4. The Applicant certifies that the images will use the most current versions of TIFF, GIF, JPG, or PDF for the file format and that the images will conform to the following standards. The Library and Archives highly recommends, but does not require, that the online version be in PDF format.
 - Black-and-white text records may be scanned using a bi-tonal scale. If the records' retention period is five years or less they shall be scanned at 200 dpi or greater. Records with a retention period of more than five years shall be scanned at 300 dpi resolution.
 - Black-and-white records containing images or graphics shall be scanned using a 256 gray scale and a resolution of 300 dpi.
 - Color records will be scanned at a minimum 300 dpi resolution and 24 bit color depth.
 - Text files may be compressed using a lossless algorithm. Image files may use a lossy algorithm.
5. The Applicant the system on which the electronic records are stored is backed up and that the backups are routinely verified.
6. The Applicant will institute a quality control process to ensure that all information the scanned versions are legible.
7. A digital copy of the minutes in PDF will be e-mailed to reports@lib.az.us using the subject line "Minutes - Agency or political subdivision name - Date." Copies should be sent as soon as they are mounted to the Web or earlier.

AUTHORIZATION

As authorized under ARS §41-1348, the Arizona State Library, Archives and Public Records authorizes the Applicant to reproduce these records using electronic media following these procedures. Failure to comply with these procedures is a violation of ARS §41-1438.

On behalf of the Arizona State Library, Archives and Public Records


 GladysAnn Wells, Director
 Arizona State Library, Archives and Public Records


 Date Approved: _____

RECORDS MANAGEMENT DIVISION

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